

Idaho School for the Deaf and the Blind

Policies and Procedures

Section: 500

Subsection: Professional Attire

Revised August 05

Reference:

Purpose: To provide guidelines to all staff members for professional dress standards.

Policy:

All employees of the Idaho School for the Deaf and the Blind will dress for work to present a good professional image to other staff, parents, students, visitors and the community in general. While we do want employees to dress comfortably during work hours, a neat & clean, proper & appropriate professional image must be maintained at all times.

Procedure:

Work attire should be appropriate for the employee's functional area of responsibility. Office and administrative and clerical staff, faculty and support staff (interpreters, classroom aides, etc) should dress conservatively and professionally. Female employees may wear slacks. Neckties are encouraged for senior male staff members. Jeans, T-shirts, and leggings are not appropriate as professional attire. Under no circumstances may employees clothing be torn or have holes in it.

On approved casual days (i.e., during the summer when students are not present) employees may dress in more casual clothing, including jeans. Dress standards still require a neat, clean appearance. Employees scheduled to meet with parents or other business or professional visitors should wear appropriate attire on those occasions. Tee shirts of any kind are never OK for the office, as unexpected visitors may arrive at any time without notice.

Employees working in maintenance, warehouse, vehicle workshop areas, etc, may wear blue jeans, coveralls or other work clothing. It is the responsibility of each individual to take pride in a neat & clean appearance as much as possible. An individual's mode of dress may never become a safety hazard. All employees should exercise common sense in finding a balance between good taste and comfort.

For all employees, professional appearance also means that you are expected to maintain good hygiene and grooming at all times while at work.

The following list provides a guideline description of unacceptable dress when on duty:

- Shorts, cutoffs (Exception; Dress Shorts or Bermudas are acceptable, if they maintain a professional length and are appropriate to the function, i.e. PE class.)
- Tee shirts with offensive wording or symbols, or cut-off sleeves, or clothing that shows undergarments are never acceptable. Dressy t-shirts are acceptable for women.
- Men's shirts without collars (Exception; Sweaters or dress pull-overs without collars)
- Any clothing which exposes the midriff, shoulders, back, or is low cut
- Any clothing which allows undergarments to show
- Bandannas, athletic headbands, or hats in buildings, classrooms – other than PE class.
- Sweatpants or warm-up suits (Exception; full-time PE instructors between classes)

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- Skin-tight clothing, Spandex leggings or exercise-type shorts (Exception; Cotton/Lycra leggings with a long skirt or tops covered by a sweater are acceptable)
- Footwear that does not provide appropriate and safe support to perform job functions (Exception; Birkenstock type sandals and tennis shoes may be acceptable if they are neat & clean. Flip-flops and plastic thong type sandals are never acceptable).
- Jeans or pants that are wear-faded, torn, sloppy or dirty are never acceptable.

When an employee needs a clarification regarding the acceptability of dress or professional attire standards, the Department Head will make the final decision as to what is appropriate for that particular work environment.

Revised/Approved – August 05

Harvey W. Lyter III, Interim Superintendent